

FRANKLIN COUNTY
PUBLIC FACILITIES MANAGEMENT
373 South High Street, Lobby Level
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Control Room Operator
(Non-Bargaining)

PCN: 035114

REPORTS TO: Assistant Director, Safety & Security

P.R.: N4

RESPONSIBILITIES: Monitor CCTV and radio traffic, fire and burglar alarms, panic alarms, elevator emergency calls, and outside call boxes. Answer and transfer calls. Assist callers with information. Monitor weather conditions and notify management as needed. Conduct announcements over the public address system for fire and tornado alarms. Monitor and assist with problems that may occur.

Record and log when proper authorities are notified. Coordinates activities with control room. Dispatches Court Security Officers to incidents as needed. Notifies local police, fire department, and county Sheriff as needed.

Screen items, visitors and employees. Control access throughout the building. Control building key access by signing keys in and out as needed. Assign Court Security Officers with radios and keys as needed.

Perform data entry on computer for daily events, reports, etc. File, review, and write reports. Notifies maintenance as needed. Assists in internal and external investigations when needed. Assist visitors and employees exiting the parking garages after hours.

MINIMUM QUALIFICATIONS: High School diploma or GED with two years of security or related experience; or any equivalent combination of training and experience. **Special Requirements:** Six (6) months alarm monitoring or CCTV experience. **Unusual working conditions:** May be required to work rotating shifts and days.

STARTING SALARY: \$12.80/hour, plus a comprehensive benefits package
180 day probation

DATE POSTED: Friday, November 25, 2011

DEADLINE TO APPLY: Thursday, December 8, 2011

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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